CA-PMM

Project Name: WIN Farrell Report

OCIO Project #: 5225-71
Department: CDCR
Reporting Period: *From:*   *To:*

Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?		
Are there any planned tasks that won't be completed?		
Are there problems which affect your ability to accomplish assigned tasks?		
Do you plan to take time off that is not currently scheduled?		

Status of Assigned Issues

Issue Number	Description	Due Date	Status

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Team Member to Project Manager

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Reporting Period: *From:* 7/31/09 *To:* 8/30/09

Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	State Budget Delay, Increased Scope	Project Behind Schedule	PIER will document Baseline changes.
2. Were any key milestones or deliverables rescheduled?	Yes	State Budget Delay, Increased Scope	Project Behind Schedule	PIER will document Baseline changes.
3. Was work done that was not planned?	Yes	Policy Delays, Increased Scope	Additional Worload, Project Behind Schedule	PIER will document Baseline changes.
4. Were there any changes to scope?	Yes	New Farrell Team, New Court Req.	Additional Worload, Project Behind Schedule	PIER will document Baseline changes.
5. Were tasks added that were not originally estimated?	Yes	New Farrell Team, New Court Req.	Additional Worload, Project Behind Schedule	PIER will document Baseline changes.
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	Yes	State Budget Delay, Hiring Delays	Project Behind Schedule	Hiring exemption submitted to fill one recent vacancy, recruitment is in progress for the second vacancy.

CA-PMM

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Project Manager to Sponsor

Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Project behind schedule	PIER will document Baseline changes.
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Project behind schedule	PIER will document Baseline changes.
3. Is there any unplanned work that needs to be done?	Yes	Project behind schedule	PIER will document Baseline changes.
4. Are there any expected or recommended changes to scope?	Yes	Project behind schedule	PIER will document Baseline changes.
5. Are there any tasks not originally estimated that will need to be added?	Yes	Project behind schedule	PIER will document Baseline changes.
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Project behind schedule	PIER will document Baseline changes.
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	Yes	Project behind schedule	Hiring exemption submitted to fill one recent vacancy, recruitment is in progress for the second vacancy.

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Project Manager to Sponsor

Current Status and Accomplishments:
Describe deliverables completed and milestones met during **this reporting period.**

Prior completed deliverables are: WIN Exchange, Violence Tracking, Restricted Programs, New Grievance and Staff Misconduct, DDMS, Use of Force, Ward Disabilities, Mental Health (SRSQ) & (SRR), Gang Tracking, Pine Grove Conversion, Wide Area Network Upgrade, Compstat & PBS Reporting. Education - Attendance Tracking

Project Milestones:
List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
WIN Farrell Project Phase II Changes	12/31/08	10/19/09	Behind Schedule	See Page 2	

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	PIER will document Baseline changes.
Milestones			X	PIER will document Baseline changes.
Deliverables			X	PIER will document Baseline changes.
Resources		X		
OneTime Cost	X			
Continuing Cost	X			

CA-PMM

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Sponsor to Executive Committee

Summary Milestones and Highlights

Project Milestones:
List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
WIN Farrell Project Phase II Changes	12/31/08	10/19/09	Delayed	See Page 2 of PM to Sponsor Report	

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".
* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	PIER will document Baseline changes.
Milestones			X	PIER will document Baseline changes.
Deliverables			X	PIER will document Baseline changes.
Resources		X		
One Time Cost	X			
Continuing Cost	X			

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Sponsor to Executive Committee

Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	**0** Green	
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	**0** Green	
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	**2** Red	Policy changes and business requirement changes impact team's ability to deliver on time.
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	**0** Green	
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	**1** Yellow	Project Manager is closely monitoring High-Probability, High-Impact Risks.
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	**0** Green	
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	**0** Green	
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	**0** Green	
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	**0** Green	
	Medium	1		
	Weak	2		

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0		Green	
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2	Red	Delays due to State Budget Delay, Increased Scope, Policy Delays, New Farrell Team, New Court Requirements.
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2	Red	Delays due to State Budget Delay, Increased Scope, Policy Delays, New Farrell Team, New Court Requirements.
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	2	Red	State Budget Delay, Hiring Delays impacted availability of the resources.
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	1	Yellow	Policy changes and business requirement cahnges impact team's ability to deliver on time.
	Moderately Effective	1			
	Ineffective	2			
		Total	**10**	**Y**	

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

No vendor, staff augmentation